

## **ARTICLE 22 –EMPLOYEE DISCIPLINE**

*Effective January 2006*

**[Sections 33030.1 through 33030.27 are unchanged]**

### **33030.27.1 Request for ATO**

*Revised July 9, 2013*

The Hiring Authority shall request to place an employee on ATO as follows:

- All requests for placing an employee on ATO shall be approved through the Hiring Authority's supervisor, by telephone or in person.
- Initial approval for ATO by the Hiring Authority's supervisor shall be granted for a period not to exceed five (5) working days.
- The requesting unit shall notify the Office of Legal Affairs (OLA), Employment Advocacy and Prosecution Team (EAPT) immediately and the ERO/Disciplinary Officer shall initiate a written request.

In order to place an employee on ATO, the Hiring Authority shall provide notification of ATO pending investigation to the affected employee.

The Hiring Authority shall contact his/her supervisor prior to the employee's fifth (5th) working day on ATO to request to continue an employee on ATO beyond five (5) working days. For requests to continue an employee on ATO beyond ten (10) working days, the Hiring Authority shall contact his/her supervisor prior to the employee's tenth (10th) working day on ATO. If the Hiring Authority's supervisor approved the request to continue an employee on ATO beyond ten (10) working days, the Hiring Authority's supervisor shall notify the appropriate Director that an employee is to be continued on ATO beyond ten (10) working days.

If it is determined that an employee should be continued on ATO beyond thirty (30) working days, the Director shall notify the appropriate Undersecretary prior to the employee's twenty-fifth (25<sup>th</sup>) business day on ATO. The Director shall instruct the OLA, EAPT, to request approval from the California Department of Human Resources (CalHR) in writing, prior to the twenty-fifth (25<sup>th</sup>) working day.

**[Sections 33030.27.2 through 33030.34 are unchanged]**